

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
April 11, 2016

Called to order at 6 p.m. by Sheila Litchfield, with Bill Lattrell and Kara Leistyna, Town Coordinator present. Betty Nichols, Tax Collector and Assessors, Alice Wozniak and Robyn Provost-Carlson also in attendance.

Software Discussion: This meeting has been scheduled because the Selectboard needs to decide on budget expense for tax collector software for FY17 budget. This is a long standing issue and the Selectboard has offered support in any way in order to facilitate communication between assessing and collecting departments. Communication is critical so everyone is on the same page. The Selectboard needs to know exactly what is needed by the Town to function optimally and the cost necessary to make adjustments in software. Discussed transition, interface corrections, how mapping project impacts collector, etc. According to the Assessors, the maps need updating. Ids are cumbersome and the goal is to simplify. Other towns in comparison have easier systems than Heath. A grant has been sought to fund 50% of the mapping project and discussion is underway on how to fund the task to completion (a two-year process). Discussed how the mapping project impacts the collector and asked for input. Collector requires a spreadsheet comparing old numbers with new numbers. Both departments will have access to historic data. Currently, 63 parcels have no book/page number. The re-mapping will resolve these issues. According to Betty, the transition cannot be done immediately. The simultaneous operation of two systems may be necessary for transition. Patriot can help to create a listing of old numbers vs. new numbers. Discussed timing. Abatements are processed February through April; an extract is needed in May. Conversion takes several weeks to allow time in case of glitches. Ideally before 7/1 is the best – therefore it was determined that prior to July, 2017 (for 2018 bills) will be a target date for transition. The extract from Patriot to current software is usually smooth. However, Alice is concerned that there are no checks and balances e.g. a neutral person who offers support between departments. Both Assessors and Collector shared they have support services in case an existing employee cannot be available. Consortium may also offer support. Select Board will discuss transition and the need to monitor CAMA as it is no longer supported by the State. After researching various options, Betty feels CAMA is the most efficient program. Both departments feel the current processes are going smoothly for the most part with very few issues. Betty asks that she be kept apprised of the transition with parcel numbering. Everyone was thanked for their input.

Assessors: Asking for \$30,000 for year one of two for re-mapping project. An article will be drafted, discussed, and inserted into the warrant for voter approval.

On a motion by Bill Lattrell, and seconded by Sheila Litchfield, the Select Board voted unanimously to approve the Community Choice Power Supply Program Aggregation Plan as presented by Colonial Power Group, Inc.

On a motion by Bill Lattrell, and seconded by Sheila Litchfield, the Select Board voted unanimously to authorize \$1,400 expense for tree removal at the EOC/Fire Dept.

Signed Documents:

- Treasury Warrant/Payroll
- MassDOT Chap. 90 reimbursement request form

Next meeting scheduled for April 13, 2016 at 7 p.m.

On a motion by Bill Lattrell, and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 8 p.m.

Respectfully submitted,

Kara Leistyna
Town Coordinator